



Non-Merit Job Vacancy Announcement

SECRETARY / ADMINISTRATIVE PROFESSIONAL

Pay Grade:	Varies	Position Type:	Full Time
Salary or Range:	To be determined	Work Schedule:	To be determined
FLSA Designation:	Exempt	Work Week:	37.5 or 40 Hour

Agency: To be determined

Work Address: To be determined

Work County: To be determined

AGENCY COMMENTS:

The Commonwealth is currently seeking candidates to fill various administrative positions. Selected candidates will be hired and placed into these positions based upon their education and experience.

DESCRIPTION OF JOB DUTIES:

Specific job duties will vary between positions/agencies. Examples of duties or responsibilities include:

- Perform routine administrative duties in the day-to-day functions of an agency
- Interpret and apply departmental rules, regulations, and policies as they relate to general office management
- Provide support to supervisors and administrative staff in carrying out the functions of the office
- Prepare routine reports and correspondence
- Perform research work such as collecting, tabulating, and collating routine data
- Edit and update documents, manuals, and other materials for style and format and when changes are made
- Coordinates the flow of work between professional staff and clerical staff
- Reviews documents for completeness and checks figures for accuracy
- Perform other duties as assigned
- Strong PC skills utilizing Microsoft Office software
- Ability to work with highly confidential information
- Problem solving and analytical skills
- Detail oriented with the ability to manage multiple tasks simultaneously
- Excellent interpersonal, written and verbal communication skills
- Ability to work under pressure to meet deadlines

MINIMUM REQUIREMENTS:

EDUCATION:

Will vary based on position, but at a minimum requires a High School Graduate.

EXPERIENCE:

Will vary based on position.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

BENEFITS: Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).

HOW TO APPLY / APPLICATION PROCESS:

(DEADLINE: Open until filled)

[Posted on: 5/9/16]

Submit a resume and letter of interest to PERS.DEMDirector@ky.gov.

Also, complete an Unclassified Service State Application at <https://personnel.ky.gov/NonMeritCandidate/>.

Contact Name:

Contact Method: PERS.DEMDirector@ky.gov

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